

General Guidelines for Technical Assistance Grants for Third-Party Intermediaries

Credit Union Training Program-2005

What is the purpose of Technical Assistance Grants (TAGs)?

The National Credit Union Administration's (NCUA's) Community Development Revolving Loan Fund (CDRLF) was established by Congress to support credit unions that serve low-income communities by making loans and TAGs available to qualifying institutions. Low-interest loans/deposits are made available to low-income designated credit unions to enhance their financial capacity to, in turn, extend financial services to their members.

Congress appropriates funds to the CDRLF for loans and grants. The interest earned on loans is also available as a source of additional funds retained by the program for grant purposes. Such grants are provided to:

- Improve the quality of services to members;
- Make the operations of low-income credit unions more efficient; and, ultimately
- Stimulate economic activities in the communities served by the credit unions.

The CDRLF grant program is administered through NCUA's Office of Small Credit Union Initiatives (OSCUI).

What types of TAGs are available to third-party intermediaries?

NCUA believes that having strong and competent leadership in credit unions is essential to helping them achieve the objectives stated above. Therefore, NCUA is making funds available to third-party intermediaries for the purpose of providing training to staff, board members and committee members of low-income credit unions. Grants will be awarded to third party intermediaries for existing training programs only; grant funds are not available for program development.

Who is eligible?

OSCUI will accept applications from organizations that act as third party intermediaries in delivering technical assistance to low-income designated credit unions. To be eligible, third-party intermediaries must be an established provider of services delivering relevant training to low-income designated credit unions.

Typically, acceptable providers will be those that have a history of working with low-income credit unions and, in particular, are able to demonstrate their ability to identify and meet the needs of low-income credit unions. Intermediaries must be able to provide training to credit unions located across broad geographic areas. Providing similar training to low-income credit unions in the past is evidence of their ability.

Third-party intermediaries must have a Dun and Bradstreet Universal Numbering System (DUNS) number in order to be eligible to receive grant or loan funding from the CDRLF. A DUNS number may be obtained by calling Dun and Bradstreet, toll-free, at 1-866-705-5711.

Third party intermediaries are required to have an independent audit and to make that audit available to OSCUI.

How does the grant payment process work?

The grant award and payment process for third party intermediaries comprises 3 steps.

1. The intermediary must apply for the grant award and provide all information required by the application.
2. If the grant is awarded, the intermediary must provide a list of the proposed low-income designated credit union participants, along with the full name and address of the credit unions represented to NCUA no later than 15 business days prior to the start of the training program.
3. To receive reimbursement, the vendor must provide a detailed accounting of costs related to the training, a list of actual credit union attendees, copies of course evaluations, and other material and information as required in the award letter.

Grants from the CDRLF are reimbursable grants. Third party intermediaries applying for TAGs under this CDRLF initiative must obtain approval of the proposed expenditures before making those expenditures. NCUA will not fund any grant where the third party has committed to, procured, contracted for, or purchased the goods or services before receiving approval for the grant.

What types of costs will be reimbursed?

OSCUI will generally reimburse the cost of tuition, books, course materials and supplies for participants in the training programs, provided that the participant is paid or unpaid staff, a member of the board of directors, or a committee member of a low-income designated credit union. Reimbursement is made based on the per-participant costs. Participation in the training class need not be limited to representatives from low-income credit unions; however, NCUA's funding is provided only for those representatives of low income credit unions.

OSCUI will not reimburse third party intermediaries for any credit union training program item that provides or appears to provide financial profit to the intermediary.

What are the criteria for selecting credit union participants?

Credit union participants must be staff, a member of the board of directors, or a committee member of a low-income designated credit union. OSCUI will only reimburse the third-party intermediary for training program costs associated with participants from low-income designated credit unions. The “low-income” designation is set forth in NCUA’s Rules and Regulations, Section 701.34. A federally chartered credit union must have a “low-income” designation from NCUA; a state chartered credit union must have the equivalent low-income designation from its respective state supervisory authority (SSA) and concurrence from NCUA. A listing of credit unions designated as low-income is available on the NCUA website, www.ncua.gov, under the heading “Credit Union Data.”

Intermediaries must document that their selection of a credit union participant is based on the needs of the credit union and on the credit union’s ability to increase or enhance financial and related services to its members.

The Director of OSCUI reserves the right to determine whether credit unions the intermediary selects meet the criteria for participation. The intermediary will inform NCUA of credit unions selected for participation in its training 15 business days prior to the start of the training program. OSCUI will review the list of participants and inform the intermediary of its determination.

What are the criteria for evaluating the grant application?

Third-party intermediaries must demonstrate the ability to provide a relevant training program or programs to low-income credit unions. Typically, acceptable providers will be those that have a history of working with low-income credit unions and, in particular, are able to demonstrate their ability to identify and meet the needs of low-income credit unions. Intermediaries must be able to provide training to credit unions located across broad geographic areas. Providing similar training to low-income credit unions in the past is evidence of that ability.

Grants are awarded after careful consideration of the merits of an application. Grant applications will be evaluated based on the three factors listed below.

Provider’s Experience. Evaluations are based on the degree to which the provider indicates that it has extensive experience in the area of training low-income designated credit unions.

Program Content. Evaluations are based on the content of the provider’s program (as described in the proposed agenda, outline, and draft materials) and how well it helps credit unions to achieve the key objectives of the CDRLF.

Price. Evaluations are based on the provider’s cost of conducting the credit union training program as it relates to the content of the program.

What are the application deadlines?

Application Open Date: May 1, 2005.
Application Closing Date: June 30, 2005.

Applications must be received in OSCUI on or before 5 p.m. Eastern time on June 30, 2005. Applications received after that date will be returned unprocessed to the applicant.

What information needs to be submitted with the grant application?

Third-party intermediaries must submit a completed Technical Assistance Grant Application, which includes the following:

- The training program objectives or expected outcomes;
- The training program agenda or course syllabus;
- A detailed description of the topics to be covered;
- A listing of the course materials; and,
- A breakdown of the costs and expenses by type including the cost of the training program per participant.

Supplemental information, such as brochures, booklets, or pamphlets describing the third party's company and training program may be included with the application.

Where should completed applications be submitted?

Applications may be mailed to:

Office of Small Credit Union Initiatives
National Credit Union Administration
1775 Duke Street
Alexandria, Virginia 22314

Applications may be faxed to:

(703) 518-6680

When will OSCUI announce awards?

Applicants will be notified of the award decisions by August 1, 2005.

What is the reporting requirement after receiving a grant?

Third-party intermediaries receiving awards must provide a summary of the impact of the grant funding to OSCUI. Summaries should be submitted to OSCUI at the address listed above.

The time frame for submitting the summary is generally 6 months after credit union participants complete the training course. The submission deadline is established to allow reasonable time for the intermediary to evaluate the ultimate benefits of the grant on low-income credit union participants.

The summary should discuss how the training program has helped credit unions address their needs and accomplish their objectives.

How can applicants contact the office with questions?

Applicants can contact the office at the address above or

Phone: (703) 518-6610 or Email: oscuiapps@ncua.gov

*National Credit Union Administration
Office of Small Credit Union Initiatives
Community Development Revolving Loan Fund*

<p>Technical Assistance Grant Application Credit Union Training Program-2005</p>

1. ORGANIZATION NAME	
2. MAILING ADDRESS	
MAILING ADDRESS, CON'T	
3. CITY, STATE, ZIP	
4. CONTACT NAME/TITLE	
5. CONTACT PHONE	
6. ORGANIZATION FAX NUMBER	
7. ORGANIZATION EMAIL ADDRESS	
8. EMPLOYER TAX ID NUMBER	
9. DUN AND BRADSTREET UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER	
10. AMOUNT REQUESTED	\$
11. NAME AND TITLE OF AUTHORIZED INDIVIDUAL	
12. SIGNATURE	

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Answer the following questions and attach separate sheets as necessary for your responses. You may also include brochures, pamphlets, or other materials that support your responses.

1. Provide information regarding your company or organization indicating that you are an established provider of training programs delivering relevant training to low-income designated credit unions.
2. Describe fully the credit union training program that the grant will cover. Include the following information:
 - Training program objectives or expected outcomes;
 - Method of measuring or quantifying the outcome;
 - Training program agenda or course syllabus;
 - Detailed description of the topics to be covered; and
 - Listing of the participants' required course materials.

The intermediary must also discuss which needs of participating credit unions it will address through the training program, the criteria it will use to identify credit unions' needs, and how the training will address those needs

3. Provide a breakdown of the uses of the grant funds. Such a breakdown must include the costs and expenses of the training program by type, including the cost per participant. If grant funds will be used for participants' course materials, include a detailed listing of those costs, as well.

Instructions for completing the application form

1. Enter the full legal name of the organization that will conduct the training program.
2. Enter the mailing address of the organization. If necessary use a second line for suite number, building number, floor, or any additional required address information.
3. Enter the City, State, and ZIP code corresponding to the mailing address of the organization.
4. Enter the name and title of the individual to whom questions regarding this grant application should be addressed.

5. Enter the telephone number of the contact person listed in item 4. above.
6. Enter the organization's fax number, if none, enter "none."
7. Enter the organization's email address (format should be credit.union@ncua.gov), if none, enter "none."
8. Enter the organization's 9 digit employer tax ID number.
9. Enter the organization's 9 digit Dun and Bradstreet Universal Numbering System (DUNS) Number. Dun and Bradstreet Universal Numbering System (DUNS) numbers may be obtained by calling Dun and Bradstreet, toll-free, at 1-866-705-5711.
10. Enter the dollar amount of the grant amount that the organization is requesting.
11. Type or print the name and title of the individual who is authorized to sign on behalf of the organization.
13. The individual named in question 11. above must sign the front page of this application.

Questions regarding completing this application can be directed to the Office of Small Credit Union Initiatives at

National Credit Union Administration
Office of Small Credit Union Initiatives
1775 Duke Street
Alexandria, VA 22314

703-518-6610—phone
703-518-6680--facsimile

E-mail: oscuiapps@ncua.gov